

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**CARPENTER**

**DEFINITION:**

Under general supervision, to perform skilled carpentry work; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Constructs and repairs buildings, bridges, fences, doors, boats, and other structures;
- Does shop and mill work to include building and repairing cabinets, furniture, and specialized items;
- Builds forms, frames and stairways;
- Builds and installs window frames, sashes, door frames and casings, doors, screens, counters, office furniture, partitions, ceiling systems, floor covering, and panelling;
- Repairs damage to buildings and structures; builds docks, work floats, fishing floats, and signs;
- Repairs boats including woodwork fixtures, fiberglassing, painting, and rebuilding damaged parts; does glazing and glass substitute installation;
- Repairs and rebuilds lifeguard and concession stands and wood and fiberglass buoys;
- Installs and maintains steel and wood guard rails and chain link fences;
- Operates and maintains power saws, jointers, shapers, sanding machines, drill presses, planers, and other related power and hand tools;
- Installs wall board and prepares walls for plaster and stucco work;
- Sets up, works from, and removes scaffolding;
- Drives assigned vehicles;
- As directed, applies productivity time guidelines and other required data to work repair forms;
- Trains and leads the work of apprentices, and assigned personnel;
- Provides data for cost estimates and records; reads plans and blueprints and makes rough sketches;
- Estimates materials and labor costs.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of a State-accredited four-year Carpenter Apprenticeship Program; **OR** four years of journey-level experience in all phases of work as a journey-level Carpenter. Qualifying experience must include shop and mill work, interior and exterior finish work, and exterior covering. Possession of a valid California Class C Driver's License.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.